



Master Gardener Foundation of Kitsap County

Promoting long term environmental health through sound and sustainable horticultural practices. The purposes of this non-profit Foundation are solely educational and charitable to enhance and supplement the effort of the WSU Master Gardener Program and thereby provide education and information to the citizens of Kitsap County.

ANNUAL REPORT for 2016

SUMMARY

Major Accomplishments for 2016:

- All Foundation documents were reviewed and revised to eliminate the membership concept and any phrases/words related to membership. A total of 21 documents were reviewed and revised.
- Policy Review is now on a 4 year rotation so that no more than 4 policies need be reviewed each year.

Treasurers Report – Joyce Schlote

December 31, 2016

ASSETS

Current Assets

Checking/Savings

Debit Card Checking		25.00
PayPal Receivables		0
Kitsap Credit Union Checking		4,681.92
Money Market		26,869.10
Savings Capital Improvement		1,000.24
Kitsap Credit Union CDs		
CD 01 (09/14/2020)	Emergency Fund	8,500.00
CD 04 (01/09/2017)	Emergency Fund	3,500.00
CD 08 (01/09/2017)	Income Averaging	5,000.00
CD 09 (06/02/2018)	Fund Raising	5,000.00
CD 11 (04/11/2018)	Income Averaging	5,000.00
CD 12 (04/11/2018)	Fund Raising	4,000.00

Total Kitsap Credit Union 31,000.00

CDs

Total Checking/Savings 63,576.02

Total Current Assets 63,576.02

TOTAL ASSETS

63,576.02

STANDING COMMITTEE REPORTS

Communication Committee – Chair-Vacant as of 9/2016

During the past year, the Foundation continued to advertise our events including the plant sale, and Great Give as well as seminars and field trips on our website, in Constant Contact messages, and in Sound Publishing and Kitsap Sun newspapers, and online calendars. Jane Dower, who has given us years of exceptional support resigned as of September 2016.

- West Sound Home and Garden generously provided ad space in each of their 6 issues at no cost to the Foundation.
- The website has completed a complete upgrade to a new platform called WIX. The new Wix.com website has proven to be an efficient, cost-effective solution for the Foundation.
- Jane Dower trained Donna Rae George as the new Webmaster.
- Hari Stone of the WSU Kitsap Extension Office is acting as the Constant Contact editor for the Foundation.

West Sound Home & Garden magazine:

<i>WSHG Issue</i>	<i>Submission Deadline</i>	<i>Display Date</i>	<i>Subject</i>
<i>Jan-Feb</i>	<i>Nov 9</i>	<i>January 1</i>	<i>Organic Gardening Class (Inboden)</i>
<i>Mar-Apr</i>	<i>Jan 9</i>	<i>March 1</i>	<i>May Plant Sale & Mar and Apr seminars</i>
<i>May-Jun</i>	<i>Mar 9</i>	<i>May 1</i>	<i>May Plant Sale & May and June seminars</i>
<i>Jul-Aug</i>	<i>May 9</i>	<i>July 1</i>	<i>Kitsap Fair, Farmers Market Clinics</i>
<i>Sep-Oct</i>	<i>Jul 9</i>	<i>Sep 1</i>	<i>2017 MG Training</i>
<i>Nov-Dec</i>	<i>Sep 9</i>	<i>Nov 1</i>	<i>2017 Seminar Season</i>

Resource Development – Chair: Vacant

The Resource Committee was not a formally conducted committee for 2015 or 2016 as the Chair position remained vacant.

Below is a summary of the fundraising activities and dollar amounts (rounded) that we earned. Years monies are provided for comparison.

ACTIVITY	2014 \$	2015 \$	2016 \$
Kitsap Great Give	3,700	2,300	1,987
Fred Meyer Rewards Program	375	400	258
Amazon Smile Rewards Program	10	40	72
Microsoft Matching Programs	0	550	0
Seminars	19	620	1,204
Mardi Gras	350	426	0
Spirit Wear	1,067	1,254	425
Merchandise (gloves, glass, row cover)	1,790	1,324	1,122
Plant Sale	12,135	14,608	14,690
TOTALS	19,446	21,522	19,758

Programs Committee –as listed below

Seminars – Amy Churchill/Kathy Hawkins :Co-Chairs

Seminars for 2016 were held from January through July. The list below outlines the seminar schedule for 2016:

- January: Sharpening Tools; Bill Gaylord and Permaculture; Jessie Bloom.
- February: Pruning Techniques for Bonsai to Beyond; Frank Heidt.
- March: Stealing Beauty; Marianne Binetti
- April: Tomatoes from Seed to Sauce; Sharon Howard.
- May: Food and Foliage; Karen Chapman.
- June: Keeping Our Water Clean; Colleen Miko, Compost Happens; Shari Unger; Recycle Mania; Kathy Hawkins.

Tours – Judith Richerzhagen: Chair

The following was the schedule for the 2016 tours:

DATE	LOCATION	ATTENDANCE
June 9 th –	Marenakos Rock Center	1
June 27	Jo Harts Garden in Poulsbo	17
July 29 -	Eugene Brennan’ s Garden	18
August 13	Japanese Memorial Garden, Bainbridge Island	17
September 16	Chimicum Seed Savers and the trip to Jefferson General Hospital	20

Finance Committee - Chair: Joyce Schlote

- *The finance committee has two new members, Jackie Siler (2016) and Betsi Kurzawski (2013). Linda Wells has consented to remain on the committee and Joyce Schlote Treasurer is the chair. We have been communicating by e-mails and have met once in person.*
- *At this time, we do not see a need to change the amounts being held in reserves. The amount earned this year along with unspent funds being rolled over should give us about as much money as we have had the last several years to work with.*
- *Because Plant Sale and Merchandise committees were unchaired the finance committee had to poll all contributors of those committees and make recommendations.*
- *Final budget request for Admin and Fundraising expenses have been received and entered.*
- *Colleen has been given a budget amount of \$15,000 to work with for 2017. This is less than she has had to work with in recent years but is as much or more than has been spent in recent years. When her numbers have been received copies of the proposed budgets will be e-mailed to all board members.*
- *The Income Averaging funds are still available, however, we would caution against spend those funds down if there is not someone on tap to chair a big fund raising event in the next two years.*
- *The board will need to make a decision on retaining Hari for Constant Contact e-mails, and if so at what dollar amount.*

Nominating Committee – Marcia Harris: Chair

The first election for new Board of Directors was held, as per the new Bylaws, with all current Board of Directors present. A paper ballot was used for voting. The nominees elected were:

Marcia Harris, President (2017)

Donna Rae George, Vice President (2017 with automatic advance to President 2018)

John Andrews, Secretary (2017-2018)

Tom Boullion, Director at Large #1 (2017 completing a vacant term)

Claudia Thompson, Director at Large #3 (2017-2018)

Gayle Larson, Director at Large #4 (2017-2018).

Audit Committee Linda Wells - Chair

Audit Committee gave us a clean bill of health at the first of the year for the 2015 calendar year. Thanks to all who turn in their request with proper paperwork and documentation. Our Federal 990n was filed and acknowledged in a timely manner.

SPECIAL COMMITTEE REPORTS

Mardi-Gras Float Committee

We did not participate in 2016. A lottery is held by the casino and our organization was not selected.

Bylaws Change Committee – Donna Rae George

A total of 21 documents were reviewed and revised over the course of 6 months. All Board Member manuals were updated to reflect the current documents.

2016 Great Give Committee – Sherry Kanode

We have received our donation check from the Great Give.

<i>Total donations were</i>	<i>\$1,800.00</i>
<i>Matching funds</i>	<i>215.42</i>
<i>Fee Deduction</i>	<i>-53.08</i>
<i>Total Distribution</i>	<i>1,987.04</i>

Children’s Library - Kathy Hawkins

Kathy has provided a list for Anna Smith and coordinated an inventory of children’s books at each both Anna Smith and Raab Park Youth Garden. The list will be archived and also forwarded to the Horticulture Director.

Whaling Days Parade – Donna Rae George –

July 30, 2016 in Silverdale was attended by 10 Master Gardeners. Thanks to Joyce Schlote for allowing us the use of her red pick-up truck. Banners were hung on each side and 2 MG’s carried a parade banner in front as we walked the parade route. 4 MG’s held banners for each of the Learning Gardens and others passed out seeds along the route.

2016 PLANT SALE FINAL REPORT – Donna Rae George

DATES (2016)

Set up was May 6th from 7:30 AM to 4 PM

Sale day was May 7th from 9 AM to 3 PM

(note: Sale Day Master Gardeners were there at 7:30 AM through 6 PM)

FINANCIAL

Gross Income (includes plants, merchandise, Hardy Ferns)	\$15,647.75
Expenses: (includes split with Hardy Fern)\$	\$3,773.65
Total Net from Plant Sale: \$	\$11,874.10

SALES

- approximately 70% of sales occurred between 9 AM and Noon.
- 460 sales, 60% cash, 40% credit cards
- See attached sales report from SQUARE system sales.

VOLUNTEERS

SET UP

- 84 shifts setting up tables, placing locations signs unloading and placing plants on Friday morning
- 24 shifts cutting agribon, placing plant ID signs, plant ID, general clean up and set-up
- 33 shifts cutting agribon, Plant ID signs, general set up and plant ID
- 108 shifts total for the day
- 65 total Master Gardeners and Rookies

SALE DAY

- 40 morning shifts for sales, cashiering, clinic and support tasks
- 35 afternoon shifts for all of the above
- 22 shifts for clean up
- 97 total shifts
- 64 total Master Gardeners

We have a severe lack of cashiering staff that needs to be addressed prior to next year's sale. Also the tally procedure needs to be addressed. The process is too slow and we are missing the count on a lot of plants (therefore profit).

ADVERTISING

Advertisements were in the form of posters, bookmarks, magazines, the MGFKC Website, Constant Contact emails and other online articles and event calendars. Permission was obtained to place posters on the ferry's. We still need to check into placement of large plant sale signs in unincorporated/incorporated Kitsap County as well as city codes.

ITEM	QTY	\$/ITEM	TOTAL \$	NOTES
Bookmarks - 2.75x8.5	996	0.102	101.59	printed 4 per 8.5x11 sheet - first printing=200 sheets, second printing=49 sheets, cutting done by volunteer. Printed on white 65# cover
Posters - 11x17	36	0.190	6.84	11X17 - printing cost only - paper was purchased for 2015 plant sale, so no paper cost. 31 for ferries; 5 for farmer's markets. Printed on white 65# cover
Laminate Posters	5	5.000	25.00	farmer's market version only
Flyers - 8.5x11	100	0.237	23.70	printed on white 60# opaque
		TOTAL	157.13	

Charges from Extension Office - included in costs above

Printing	385	0.190	73.15	
Laminating	5	5.000	25.00	
		subtotal	98.15	

PLANT DONATIONS

10 Master Gardeners provided additional plants or vegetable starts. We need to engage more MG's in this activity. The plan for 2017 is to have a "spotlight" plant. We will encourage MG's to make cuttings and pot them. These will be collected prior to the plant sale so they are identified and priced.

We did not have a specific area set up for Native plants this year, although they were marked with a special blue stick to indicate that they were native. We also chose not to buy from the conservation district as these plants are still too small and undeveloped for our sale.

Plans are underway to outline the vegetable starts for 2017 as well.

PLANT ID and PRICING

Plants were identified and marked by the salvage team prior to the sale. Beautification and pricing days were set for each plant storage location. We noted that it would be best to clean up the plants in the morning and have the pricing staff come in the afternoons so that we aren't crowding each other out.

Additional Plant ID and pricing was still required on plant sale set up day for plants that lost their tags or outside donations that were delivered during the day.

PLANT LOCATION SIGNS

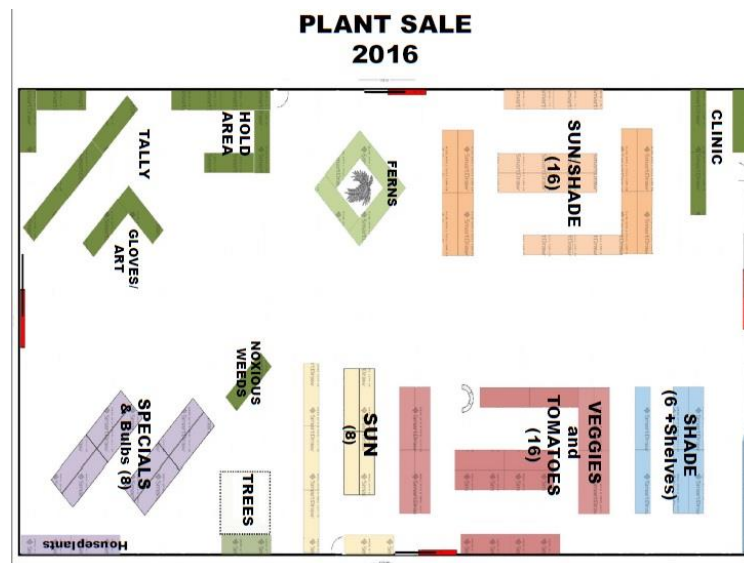
A new approach was taken to help eliminate the confusion during plant placement on set up day and to help our customers and sales staff find plants on sale day. Each table/set of tables had a 5-foot-tall white poster board with the names of each plant in that area. This was a major undertaking as the salvage team needed to provide a list of plants anticipated for the sale and then these names needed to be printed using Microsoft Publisher to enlarge the fonts to a size that could be read from a distance. Additional materials and efforts were also required. Additional signs will be required for the 2017 sale.

ITEM DESCRIPTION	AMOUNT \$	VENDOR*
Velcro and Paint	103.91	Home Depot
PVC	26.84	Home Depot
PVC and Paint	52.50	Home Depot
Ribbon and Roller Cutter (signs)	26.94	Michaels
Grommets to hang poster boards	42.99	Signwarehouse
Rings	8.17	Amazon
Foam Boards (30)	86.83	Amazon
Printing costs (includes all posters and plant signs)	325.00	WSU Office
TOTAL	\$673.18	

LAYOUT

This year we experimented with a new layout that was more conducive to sales and mimicked that of a department store. In general, it was supposed to slow customers down, allow them to browse through designated areas and phase out the straight line aisle approach. This worked well with 3 exceptions:

- The area to the immediate right corner seemed to be a dead zone. However, this was designated for houseplants and we did not have much customer interest or sales for these plants.
- The tomato and vegetable area will need to be revised as the four square in the middle made it difficult for sales staff to access the customers.
- We will not have “dead ends” next year. All areas will have aisles on both sides.



ADDITIONAL SALES

Both gloves and glass hummingbird feeders were sold. The glass art classes for the feeders were not well attended and the feeders themselves did not sell well. We need to make sure we actually have a total of 50 row covers cut and priced prior to sales for next year.

ITEM	QTY	COST PER	TOTAL	NOTE
Gloves	unknown	\$5, \$6.	\$475.00	Regular pairs Thermal pairs=
Feeders	unknown	\$10, \$15.	\$80.00	Not all were sold, items disposed of rather than placing them in storage or attempting to sell them at the last of the seminars.
Spirit Wear		various	280.00	Denim shirts, license frames, visors
Row Cover	33	12.00.	\$396.00	We cannot account for the discrepancy of row cover. Should have been 50 total so we are missing 17 row covers.
TOTAL				

Note: Purchase of Agribon was from Jonny's Seeds. Expense of \$293.00. We sold 33 @ 12.00 for a total of \$396.00. However, 17 are unaccounted for valued at \$17 @ \$12= \$204.00

ADDITIONAL SALES

For the first time we incorporated "outside sales" in the way of the Hardy Fern Society. They are also a non-profit organization. We negotiated a 70 them/30 us split with them as this is their usual approach when the sell at other organized events in the Seattle area.

CLEAN UP

Any MG's who worked the cleanup shift were allowed to purchase plants between 3-3:30 at half price. Next year we will simply allow MG's who work this shift to take the plants free of charge. This will hopefully eliminate the need to haul plants away.

- Sherry Kanode took a trailer full back to a salvage team site to dump the plants and salvage the soil
- Bob McBride took a truck load back to a salvage site to keep the plants for next year's sales.
- Other MG's took plants for the learning or demonstration gardens.

Additional Notes:

CARTS

4 carts were purchased from COSTCO for use during plant placement and for our customers during the sale. Expense of \$239.10

FOOD

We make a point of feeding our Master Gardeners during both days. Expense of \$188.28

CREDIT CARD FEES

To process SQUARE system credit cards. Expense of \$209.62

FACILITITES

Sheep Barn Rental fee includes the use of tables and chairs. Expense of \$815.00

TOMATOES

These were purchased from Foxglove Nursery. Expense of \$302.40

- This nursery has been sold, a new vendor is required.
- Donations of tomatoes also came from Amber Gardens (Laura Pittman-Hewitt), Marjie Vigal and Amy Churchill.
- Donations of other vegetables came from Gayle Larson and Michele Caulfield.

iPads/SQUARE SYSTEM

It's clear that the way we are supposed to ring sales into the ipad does not match the numbers we have in total sales. This is a training issue that needs to be addressed.